



## Humane Society of Sonoma County Job Description

<b>Job Title:</b>	Veterinary Assistant/RVT	<b>Location:</b>	Santa Rosa
<b>Department:</b>	Shelter Medicine, Spay/Neuter	<b>Hours:</b>	30 to 40 hours/week
<b>FLSA Classification:</b>	PT/FT, non-exempt	<b>Reports To:</b>	Director of Veterinary Services

### SUMMARY

The Veterinary Assistant or RVT is responsible for providing high quality, humane animal care while maintaining the highest standard of medical care for a busy shelter clinic. The Shelter Medicine department is integral in the Humane Society's mission to ensure that every animal receives protection, compassion, love and care. The Spay/Neuter team provides a crucial service for our community. The Veterinary Assistant or RVT will be responsible for assisting with exams, monitoring animals under anesthesia, recovering animals from anesthesia, delivering treatments and vaccines to animals, restraining animals, and other tasks as needed.

### DUTIES AND RESPONSIBILITIES

- Assist Veterinarians with examinations, treatments, anesthetic procedures, and associated record keeping for all animal patients.
- Administer oral and injectable medications, subcutaneous fluids, vaccinations, and microchips.
- Serve as liaison with other department managers to coordinate care of animals.
- RVTs – prep animals for surgery, pre-med, induce and intubate, and monitor animals while under anesthesia.
- Veterinary Assistants – work with RVTs to prep animals for surgery, pre-med, induce and intubate; monitor animals while under anesthesia and while recovering from surgery.
- Follow proper cleaning and sterilization of all surgical equipment, drapes, gowns, etc.
- Assist with discharge of public surgery patients following spay/neuter surgery.
- Return shelter animals to their cages, habitats and kennels following surgery.
- Clean and disinfect surgery cages, kennels, and runs following surgery.
- Mop floors, wash surgical laundry and towels, clean surgical suite and shelter medicine treatment room, and performs other light maintenance at the end of each day.
- Stock medical supplies in surgery and treatment areas ensuring that supplies are organized and ready for the next day.
- Monitor the health, safety, behavior and appearance of shelter animals and reports observations that requires medical care or other attention.
- Clean and disinfect animal areas as necessary to maintain a safe and sanitary environment.
- Run Shelter Buddy reports and performs other administrative duties for shelter medicine.
- Follow OSHA standards and be able to find Material Safety Data Sheets quickly.
- Always be in position and prepared to work at the start of each scheduled shift.
- Promote a positive attitude among staff and assist other employees as needed.
- Show respect for team members and animals (alive or deceased) at all times.
- Handle stress and pressure with poise while working in a high pace working environment.
- Maintain accurate and up-to-date records.
- Maintain a pleasant, professional, courteous and tactful position with co-workers and the public at all times.
- Actively support and promote the mission and goals of the Humane Society ensuring a positive image, enhancing the operation of the organization, and improving the quality of life for animals.
- Assist with euthanasia in accordance with Humane Society's policies & California laws.
- Other duties as assigned to ensure a positive public image and to enhance the operation of the organization and improve the quality of life for the animals.

- Always strive to work with the 5 freedoms of animal welfare in mind:  
**Freedom from hunger or thirst** by ready access to fresh water and a diet to maintain full health and vigor  
**Freedom from discomfort** by providing an appropriate environment including shelter and a comfortable resting area  
**Freedom from pain, injury or disease** by prevention or rapid diagnosis and treatment  
**Freedom to express (most) normal behavior** by providing sufficient space, proper facilities and company of the animal's own kind  
**Freedom from fear and distress** by ensuring conditions and treatment which avoid mental suffering

**Supervision:** This position reports directly to the Director of Veterinary Services.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of monitoring equipment.
- Knowledge of medications including controlled drugs.
- Strong interpersonal skills.
- Promote a positive attitude among staff.
- Provide excellent customer service both internally and externally.
- Be willing and available to stay late or through breaks as needed, to assist with emergency or critical patients.
- Ability to work independently as well as a member of a team.
- Ability to manage multiple tasks in a fast-paced environment.

**QUALIFICATIONS**

- Minimum two years' experience working in a veterinary practice or exceptionally mature and hard-working attitude.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to interact with animals.
- Must be able to communicate effectively (speak and listen).
- Must be able to lift and move objects and animals up to 50 pounds.
- Must be able to sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

**Work environment:**

The employee is working in a shelter environment and will be exposed to moderately loud noise levels (such as barking dogs, ringing phones), cleaning agents, bites, scratches, and animal waste. There is possible exposure to zoonotic diseases.

**NOTES**

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

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Employee Name

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Manager Name

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Signature

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Signature

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Date

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Date